

**JOB OPPORTUNITY**

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES (DMHAS)  
River Valley Services – (RVS)**

**Mental Health Assistant 2 – RV26353**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on a current examination list for Mental Health Assistant 2

**Position Number:** RV26353

**Program/Unit:** CASP/Respite Unit

**Shift/Schedule/Hours:** 1st week: 3:45p-12:15a Monday, Tuesday, Wednesday  
2nd week: 3:45p-12:15a Friday, Saturday, Sunday, Wednesday & Thursday

**Salary Range:** \$24.23 per hour

**Posting Date:** May 14, 2014      **Closing Date:** May 20, 2014

**Eligibility Requirements:**

1. Candidates must have **applied for and passed the Mental Health Assistant 2 exam** and **be on the current certification list** promulgated by the Department of Administrative Services for this classification.
2. State employees currently holding the above title or State employees who have previously attained permanent status may apply for lateral transfer.
3. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Special Requirements:** Incumbents in this class must possess and retain a current/valid Motor Vehicle Operator's License. Incumbents in this class may be required to travel.

**Duties:** Provides support and structure to clients in Respite, a temporary short-term residential unit. The MHA 2 is responsible for the daily functioning of Respite in the absence of the Respite Supervisor. Monitors client behavior and/or psychiatric symptoms through observation, regular contact and documentation. Facilitate and monitor client's return to the community by assisting them in assuming responsibility for activities of daily living and in developing self-help skills. Transport clients to program and community activities. Facilitate and participate in educational and recreational groups. Participate in family meetings. Conduct step down evaluations. Work collaboratively with clinical treatment teams, families and outside providers. Participate in the development of Respite treatment and discharge plans. The MHA 2 reports to the Respite Supervisor.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12). The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at [www.ct.gov/dmhas](http://www.ct.gov/dmhas) - Employment Opportunities

**To be considered for this position:**

1. **DMHAS employees who are lateral transfer candidates=Mental Health Assistant 2** - must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotion/demotion candidates** must submit pages 1-7 of the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

**All Other Candidates:** Individuals must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application. The position number must be noted at the application.

**PLEASE SEND APPLICATIONS TO:**

Amisha S. DeSai  
Human Resources  
P.O. Box 351  
Middletown, CT 06457  
Fax: 860-262-5055

E-mail : [RVS-RECRUIT@CT.GOV](mailto:RVS-RECRUIT@CT.GOV)

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at [www.ct.gov/dmhas/employmentopportunities](http://www.ct.gov/dmhas/employmentopportunities)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. NP-6